



### Name\_TIN Matching Process Overview

The Internal Revenue Service (IRS) provides internet name/Taxpayer Identification Number (TIN) matching so you can compare the vendor name/TIN combinations used by COVA with those recorded in the IRS's database. Once you submit a file to the IRS, they compare the vendor name/TIN combinations submitted against their database, and notify you, via e-mail, of any mismatches in the data you submitted.

Once the IRS responds, they allow 30 days for their response to be uploaded into Cardinal.

Cardinal uses two interfaces in the name/TIN matching process:

- **TIN Extract:** creates the text file that you send to the IRS.
- **IRS Upload:** uploads the response from the IRS.

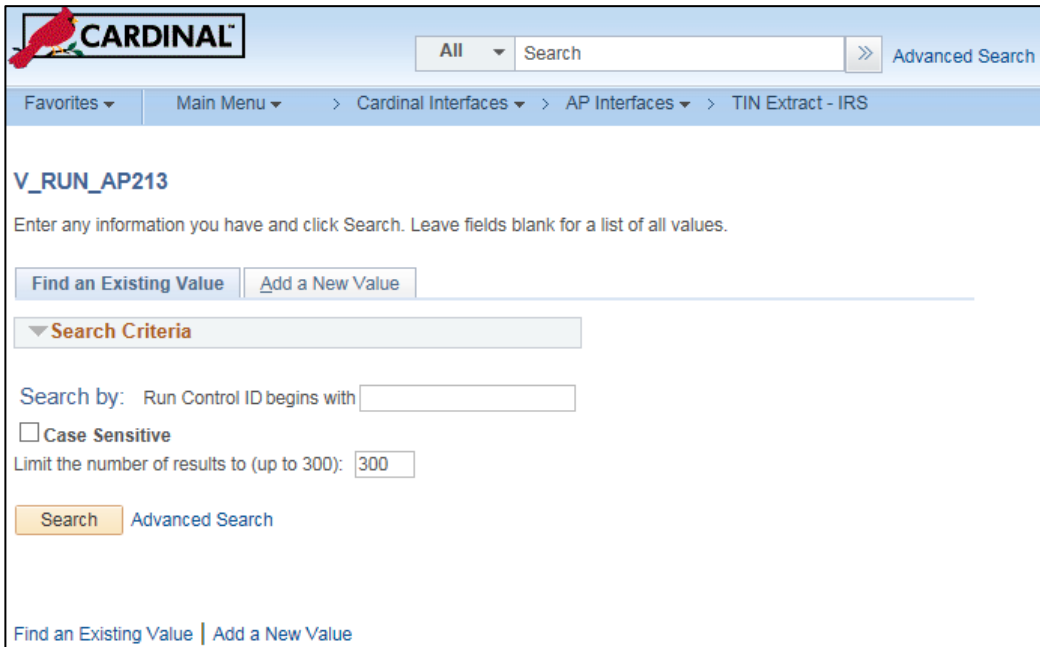
### Table of Contents

TIN Extract.....	2
IRS Upload: .....	10
IRS Download: .....	13
TIN Upload Process:.....	17

**TIN Extract**

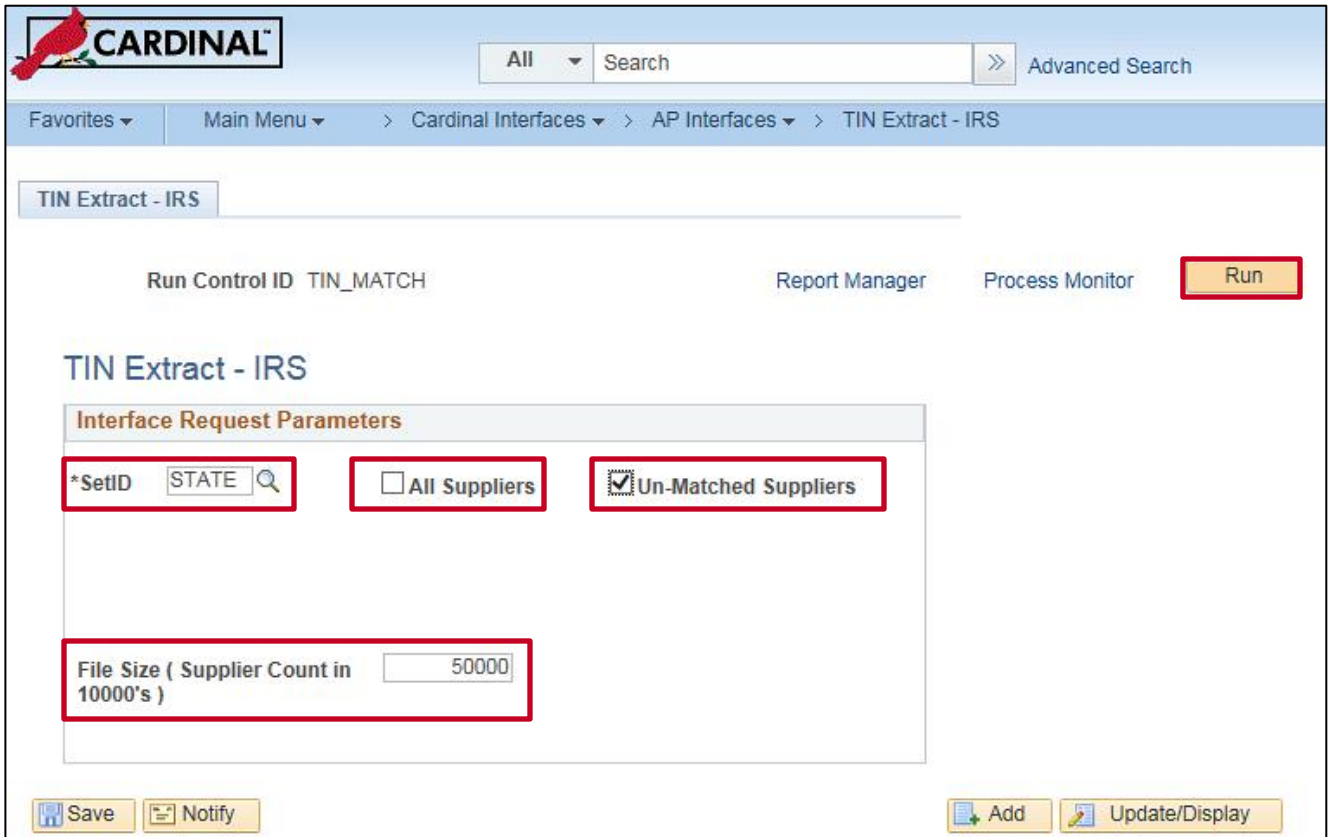
1. Navigate to the **TIN Extract – IRS** (i.e., **V\_RUN\_AP213**) page using the following path:

Main Menu > Cardinal Interfaces > AP Interfaces > TIN Extract - IRS



2. The **V\_RUN\_AP213** Run Control page – **Find an Existing Value** tab displays.
3. If you have never run the report, click the **Add a New Value** tab and enter a **Run Control ID**. Use a name you can remember. Once you create a **Run Control ID**, you can never delete it.

You can use the same **Run Control ID** (e.g., Reprt) for all reports you create and use that **Run Control ID**. Always search first to make sure a **Run Control ID** is not already created.



CARDINAL

All Search >> Advanced Search

Favorites Main Menu > Cardinal Interfaces > AP Interfaces > TIN Extract - IRS

TIN Extract - IRS

Run Control ID TIN\_MATCH Report Manager Process Monitor **Run**

TIN Extract - IRS

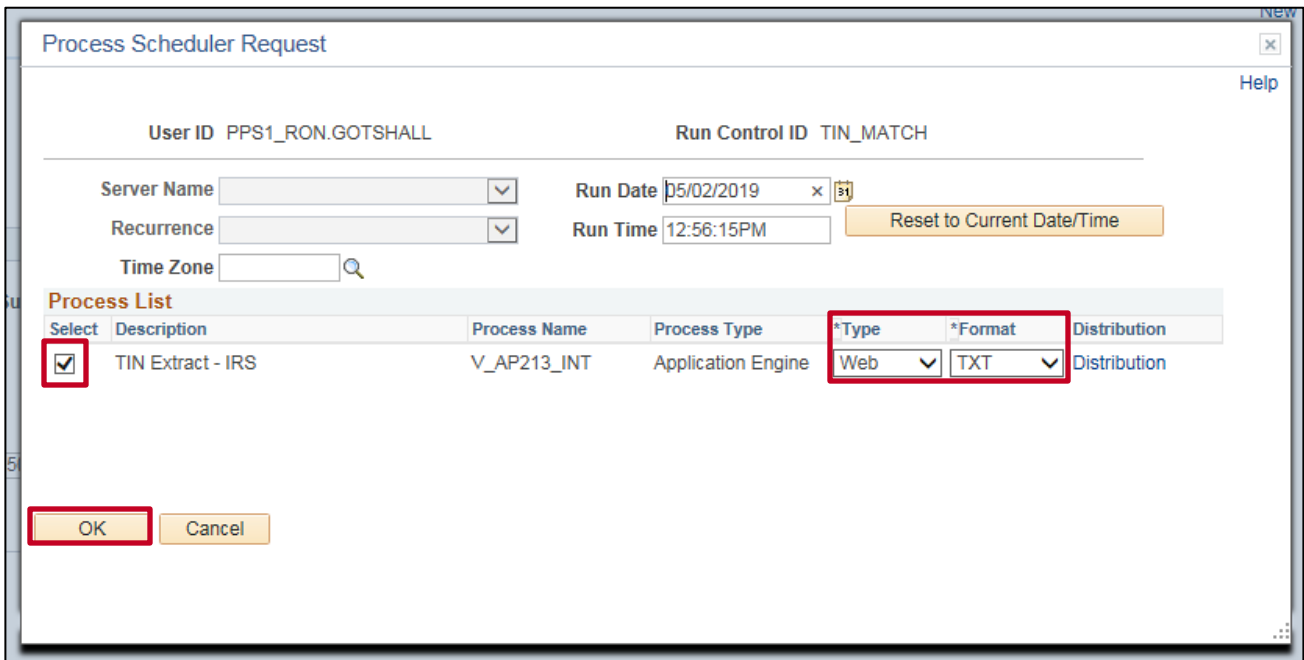
Interface Request Parameters

\*SetID STATE ☐ All Suppliers ☒ Un-Matched Suppliers

File Size ( Supplier Count in 10000's ) 50000

Save Notify Add Update/Display

4. The **TIN Extract – IRS** run control page displays.
5. Enter **STATE** in the **SetID** field.
6. Select the appropriate parameters based upon the type of data you will be extracting.
7. For weekly review select **Un-Matched Vendors** and the appropriate **File Size** (default is **50,000** suppliers).  
**Un-Matched Suppliers** is selected in this example.
8. For annual review select **All Suppliers** and the appropriate **File Size**.
9. Click the **Run** button.



Process Scheduler Request

User ID PPS1\_RON.GOTSHALL Run Control ID TIN\_MATCH

Server Name  Run Date 05/02/2019 x [st]

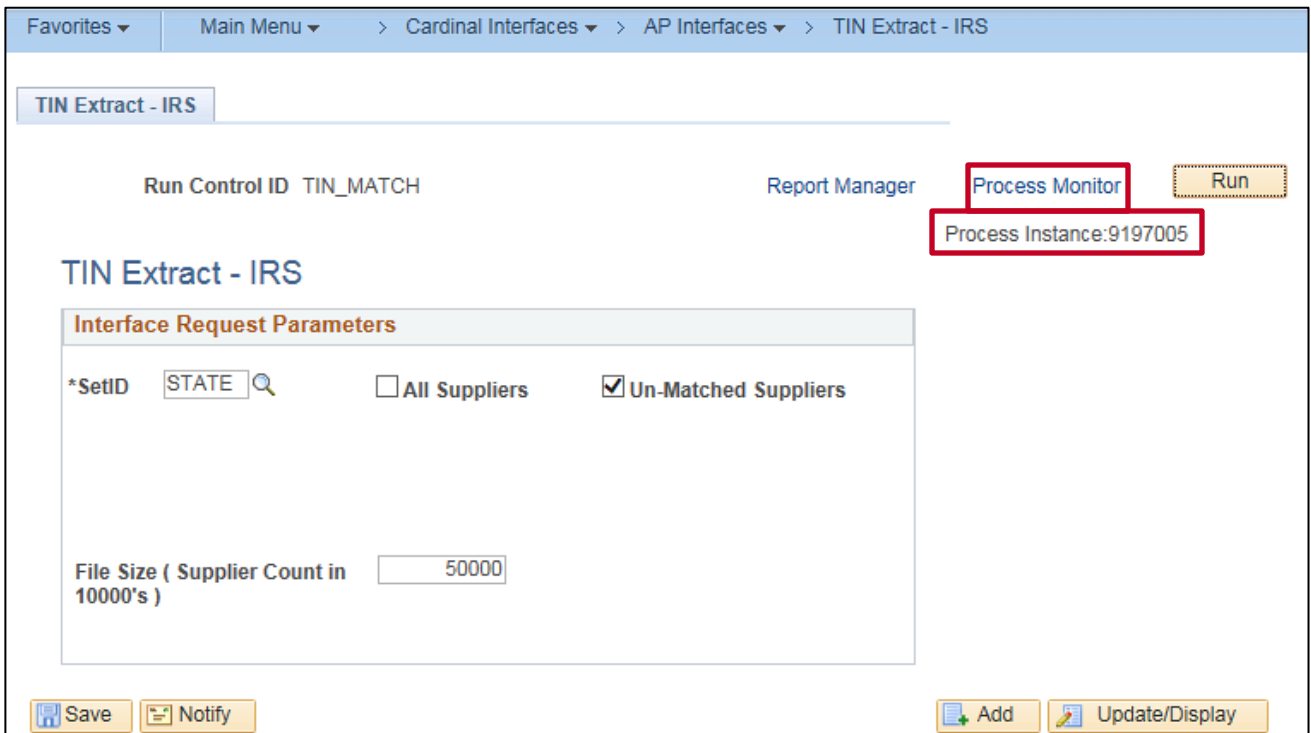
Recurrence  Run Time 12:56:15PM Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TIN Extract - IRS	V_AP213_INT	Application Engine	Web	TXT	Distribution

10. The **Process Scheduler Request** pop-up window displays.
11. Ensure that the **TIN Extract – IRS** process is selected and the **Type** is **Web** and **Format** is **TXT**.
12. Click the **OK** button.



The screenshot shows the 'TIN Extract - IRS' interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Cardinal Interfaces > AP Interfaces > TIN Extract - IRS'. Below this, a tab labeled 'TIN Extract - IRS' is active. The main content area displays 'Run Control ID TIN\_MATCH' on the left and 'Report Manager' on the right. In the top right corner, there are two buttons: 'Process Monitor' (highlighted with a red box) and 'Run' (highlighted with a yellow box). Below the 'Process Monitor' button, the text 'Process Instance:9197005' is displayed and also highlighted with a red box. The central part of the interface is titled 'TIN Extract - IRS' and contains a section for 'Interface Request Parameters'. This section includes a search bar with '\*SetID' and 'STATE' (with a magnifying glass icon), and two checkboxes: 'All Suppliers' (unchecked) and 'Un-Matched Suppliers' (checked). At the bottom of this section, there is a label 'File Size ( Supplier Count in 10000's )' and a text input field containing '50000'. At the very bottom of the interface, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

13. The **TIN Extract – IRS** run control page displays.
14. The page now displays a **Process Instance ID**. You will need the **Process Instance ID** to open the appropriate process to view and save file.
15. Click the **Process Monitor** hyperlink at the top right-hand of the page.

[Favorites](#) > [Main Menu](#) > [Cardinal Interfaces](#) > [AP Interfaces](#) > [TIN Extract - IRS](#) > [Process Monitor](#)

[Process List](#) | [Server List](#)

**View Process Request For**

User ID   Type  Last  1  Hours

Server  Name   Instance From  Instance To

Run Status  Distribution Status  ☒ Save On Refresh

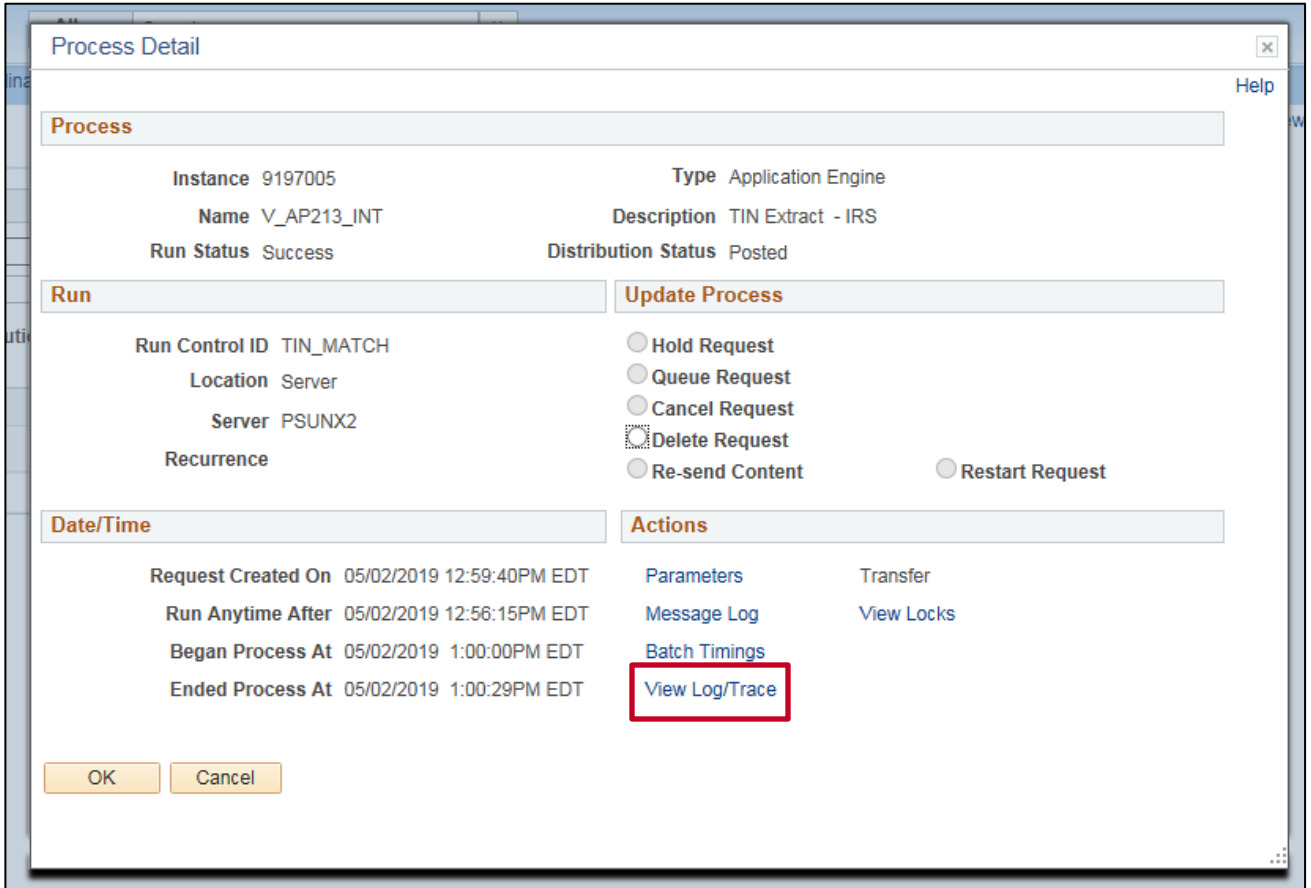
**Process List** Personalize | Find | View All |  | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9197005		Application Engine	V_AP213_INT		05/02/2019 12:56:15PM EDT	Success	Posted	<a href="#">Details</a>

[Go back to V\\_RUN\\_AP213](#)

[Process List](#) | [Server List](#)

16. The **Process Monitor** page displays.
17. The V\_AP213\_INT process is complete when the Run Status is Success and Distribution Status is Posted.
18. Click the **Details** hyperlink.



**Process Detail**

**Process**

Instance 9197005      Type Application Engine  
 Name V\_AP213\_INT      Description TIN Extract - IRS  
 Run Status Success      Distribution Status Posted

**Run**      **Update Process**

Run Control ID TIN\_MATCH  
 Location Server  
 Server PSUNX2  
 Recurrence

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☒ Delete Request  
☐ Re-send Content      ☐ Restart Request

**Date/Time**      **Actions**

Request Created On 05/02/2019 12:59:40PM EDT      [Parameters](#)      Transfer  
 Run Anytime After 05/02/2019 12:56:15PM EDT      [Message Log](#)      View Locks  
 Began Process At 05/02/2019 1:00:00PM EDT      [Batch Timings](#)  
 Ended Process At 05/02/2019 1:00:29PM EDT      [View Log/Trace](#)

OK      Cancel

19. The **Process Detail** pop-up window displays.
20. Click the **View/Log Trace** hyperlink.

View Log/Trace
Help

**Report**

Report ID 42330407 Process Instance 9197005 [Message Log](#)  
Name V\_AP213\_INT Process Type Application Engine  
Run Status Success

TIN Extract - IRS

**Distribution Details**

Distribution Node fn92trn Expiration Date 05/12/2019

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_V_AP213_INT_9197005.log</a>	369	05/02/2019 1:00:29.187059PM EDT
<a href="#">AP213.txt</a>	212,662	05/02/2019 1:00:29.187059PM EDT

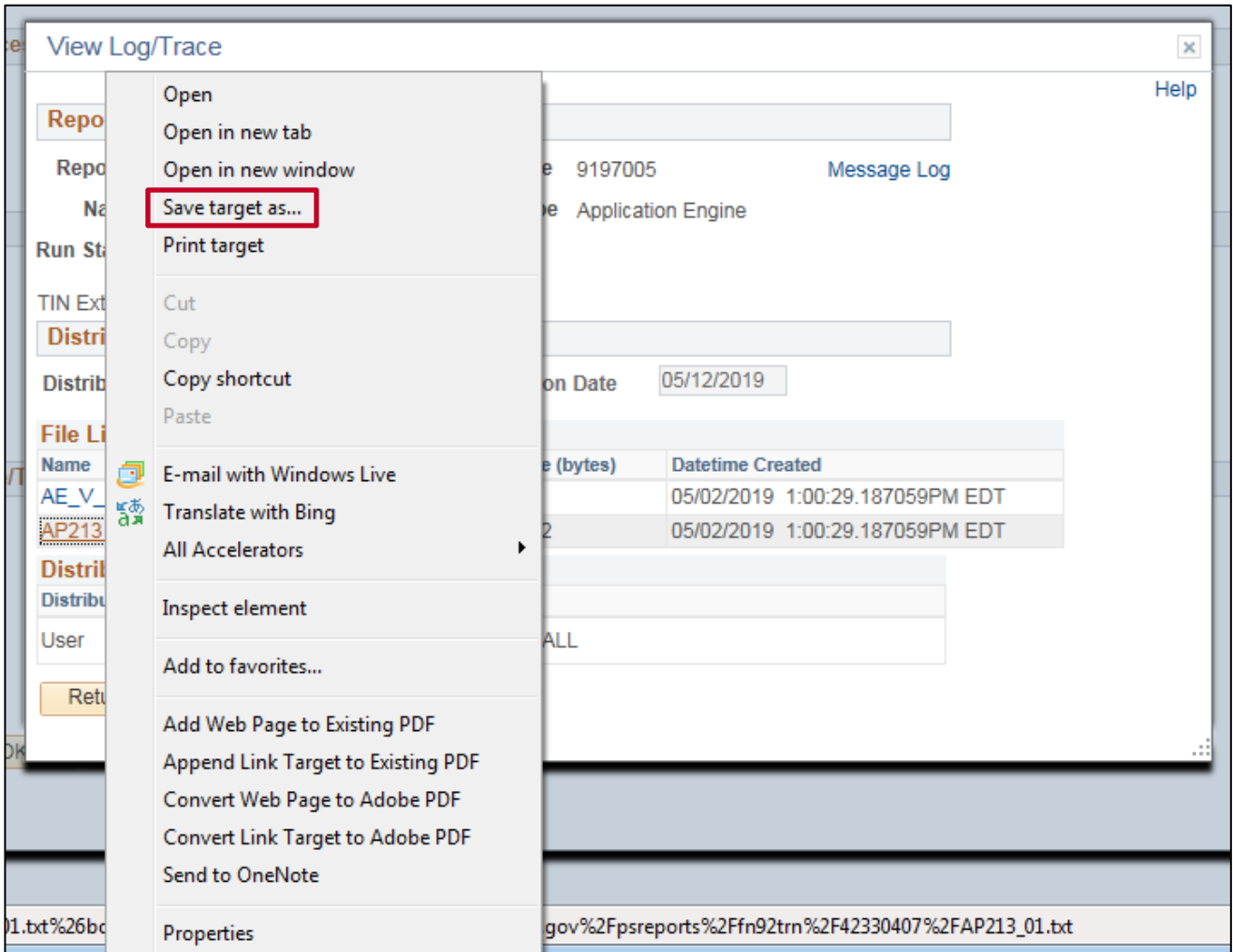
**Distribute To**

Distribution ID Type	*Distribution ID
User	

Return

21. The **View/Log Trace** pop-up window displays.
22. Right click the **AP213.txt** file link.

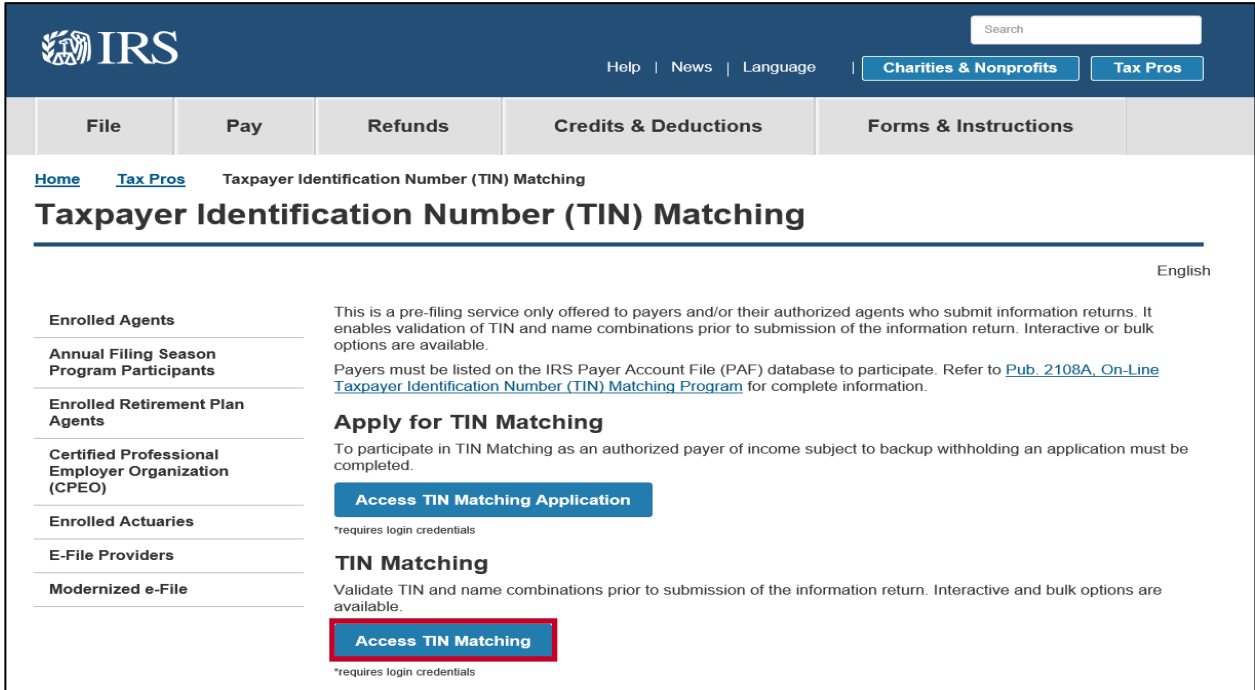




23. Select **Save Target As**. Save the file to a secure location on your personal directory so you can upload to IRS.
24. Log out of Cardinal.

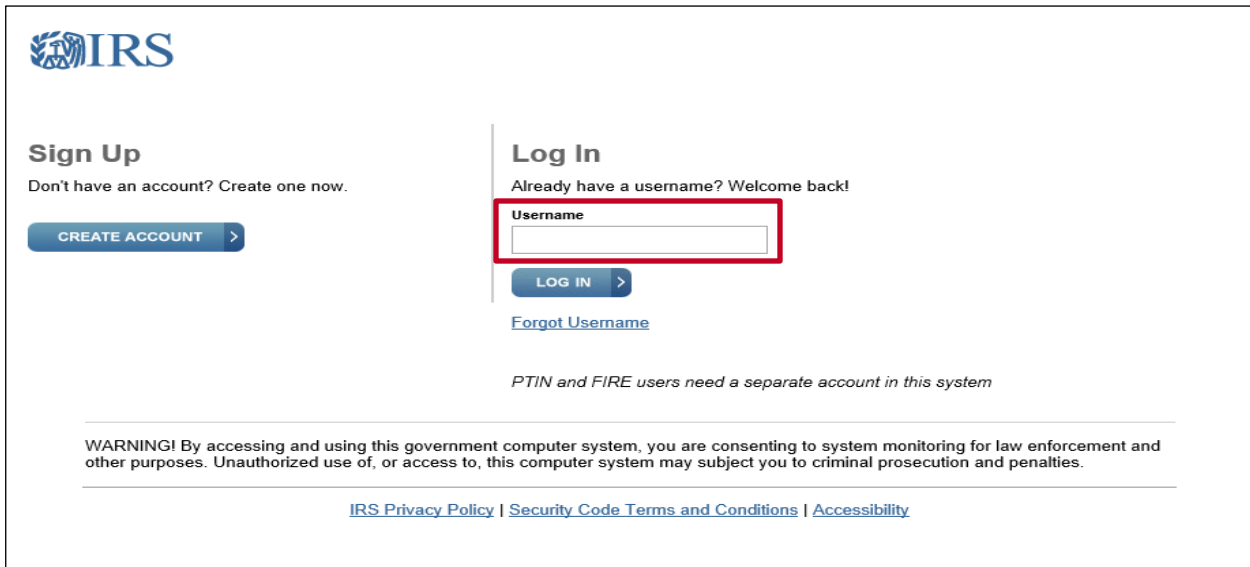
### IRS Upload:

1. Log onto IRS to upload the TIN file (<https://www.irs.gov/tax-professionals/taxpayer-identification-number-tin-matching>).



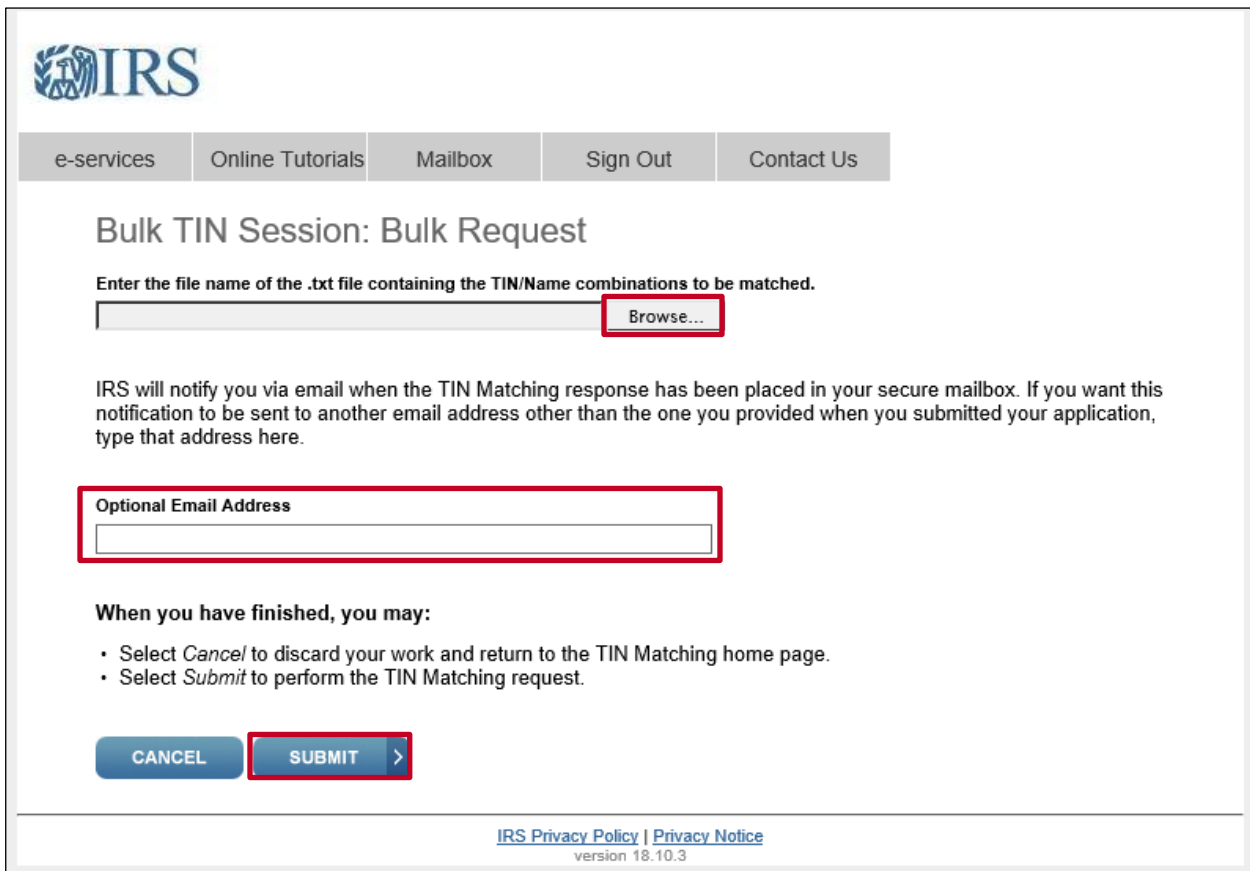
The screenshot shows the IRS website's 'Taxpayer Identification Number (TIN) Matching' page. The top navigation bar includes the IRS logo, a search bar, and links for 'Help', 'News', 'Language', 'Charities & Nonprofits', and 'Tax Pros'. Below this is a secondary navigation bar with 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The main content area is titled 'Taxpayer Identification Number (TIN) Matching' and includes a sidebar with links for 'Enrolled Agents', 'Annual Filing Season Program Participants', 'Enrolled Retirement Plan Agents', 'Certified Professional Employer Organization (CPEO)', 'Enrolled Actuaries', 'E-File Providers', and 'Modernized e-File'. The main content area contains text explaining the service, a link to 'Apply for TIN Matching', and a button labeled 'Access TIN Matching Application'. Below this, there is a section for 'TIN Matching' with a button labeled 'Access TIN Matching'.


2. Click the Access TIN Matching button.



The screenshot shows the IRS login page. On the left, there is a 'Sign Up' section with the text 'Don't have an account? Create one now.' and a blue button labeled 'CREATE ACCOUNT >'. On the right, there is a 'Log In' section with the text 'Already have a username? Welcome back!'. Below this text is a red-bordered box containing the label 'Username' and an empty text input field. Below the input field is a blue button labeled 'LOG IN >'. Below the button is a link that says 'Forgot Username'. At the bottom of the login section, there is a note: 'PTIN and FIRE users need a separate account in this system'. At the very bottom of the page, there is a warning: 'WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.' Below the warning are three links: 'IRS Privacy Policy', 'Security Code Terms and Conditions', and 'Accessibility'.

3. Enter the **Username** and **Password** assigned and created during the IRS registration process.
4. Submit your six-digit security code sent via text message or phone call.
5. Select the **Commonwealth** organization and click the **Submit Selected Organization** button. The IRS **Welcome** page displays.
6. Read the **TIN Matching Terms of Agreement** and select **I Accept**. The services page displays with the options of **Interactive TIN Session** and **Bulk TIN Session**.
7. Display **TIN Matching** allows a payer to submit a TIN/Name combination to be matched against IRS records. With **Interactive TIN Matching**, you can accomplish this interactively and receive an instant response for up to 25 TIN/Name combinations at a time and TIN Matching allows a payer to submit a TIN/Name combination to be matched against IRS records. With **Bulk TIN Matching**, you can submit an electronic file of as many as 100,000 TIN and Name combinations and receive matching results by email within 24 hours.
8. Select the Bulk TIN Session.



 **IRS**

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### Bulk TIN Session: Bulk Request

Enter the file name of the .txt file containing the TIN/Name combinations to be matched.

**Browse...**

IRS will notify you via email when the TIN Matching response has been placed in your secure mailbox. If you want this notification to be sent to another email address other than the one you provided when you submitted your application, type that address here.

**Optional Email Address**

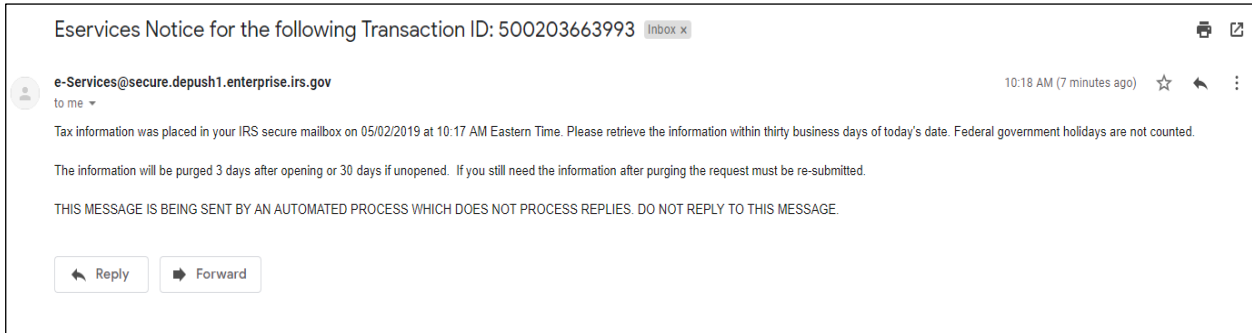
When you have finished, you may:

- Select *Cancel* to discard your work and return to the TIN Matching home page.
- Select *Submit* to perform the TIN Matching request.

**CANCEL**   **SUBMIT >**

[IRS Privacy Policy](#) | [Privacy Notice](#)  
version 18.10.3

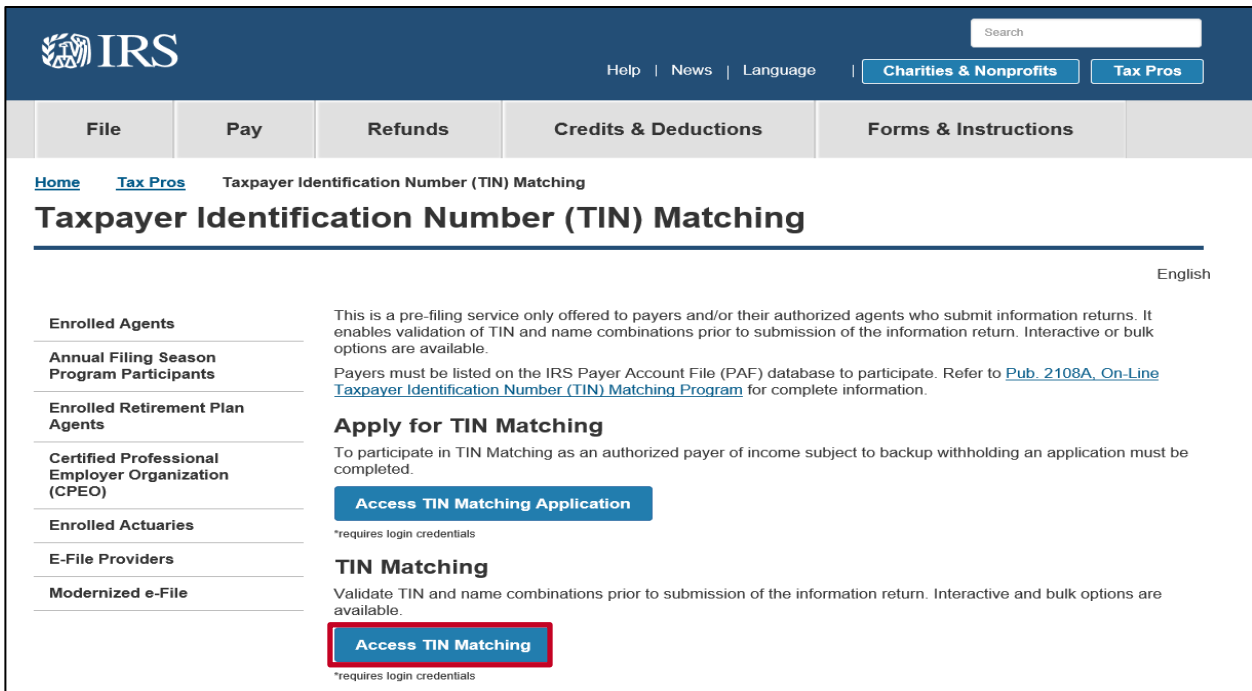
9. The **IRS Bulk TIN Session: Bulk Request** page displays.
10. Click the **Browse** button to locate and add the path to where the file was saved.
11. Enter your current **Email Address** and select the **Submit** button.
12. If the data in the file has issues the file will not submit and corrections will have to be made. The **Bulk TIN Session: Bulk Response** page is displayed. It includes a date and **Transaction Number**.
13. Select the **Done** button.
14. Select the **Sign out** hyperlink at the top right of the screen and wait for e-mail.



15. A sample e-mail is displayed above.

### IRS Download:

1. Log onto IRS to upload the TIN file (<https://www.irs.gov/tax-professionals/taxpayer-identification-number-tin-matching>).



2. Click the Access TIN Matching button.
3. Enter the **Username** and **Password** assigned and created during the IRS registration process.
4. Submit your six-digit security code sent via text message or phone call.
5. Select the **Commonwealth** organization and click the **Submit Selected Organization** button. The IRS **Welcome** page displays.



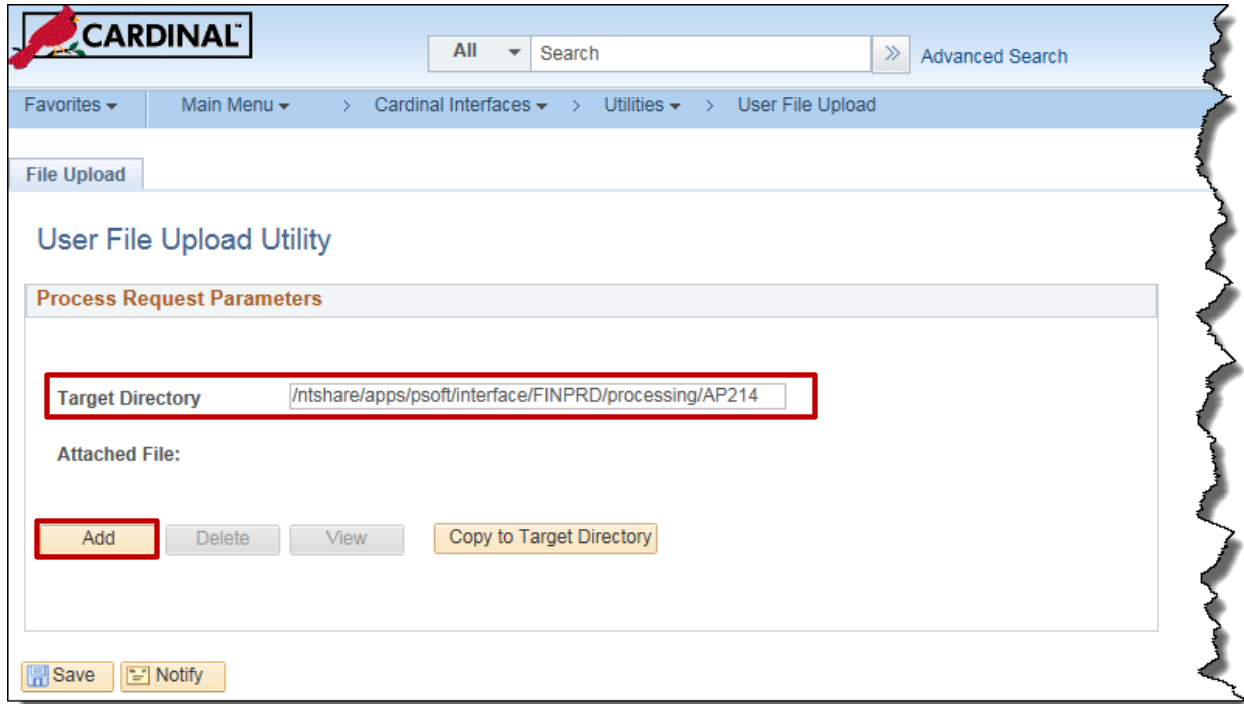
6. Click the **Mailbox** hyperlink at the top middle of the page. **Mailbox Contents** display.
7. Click the subject line and the **Mail Contents** page displays.



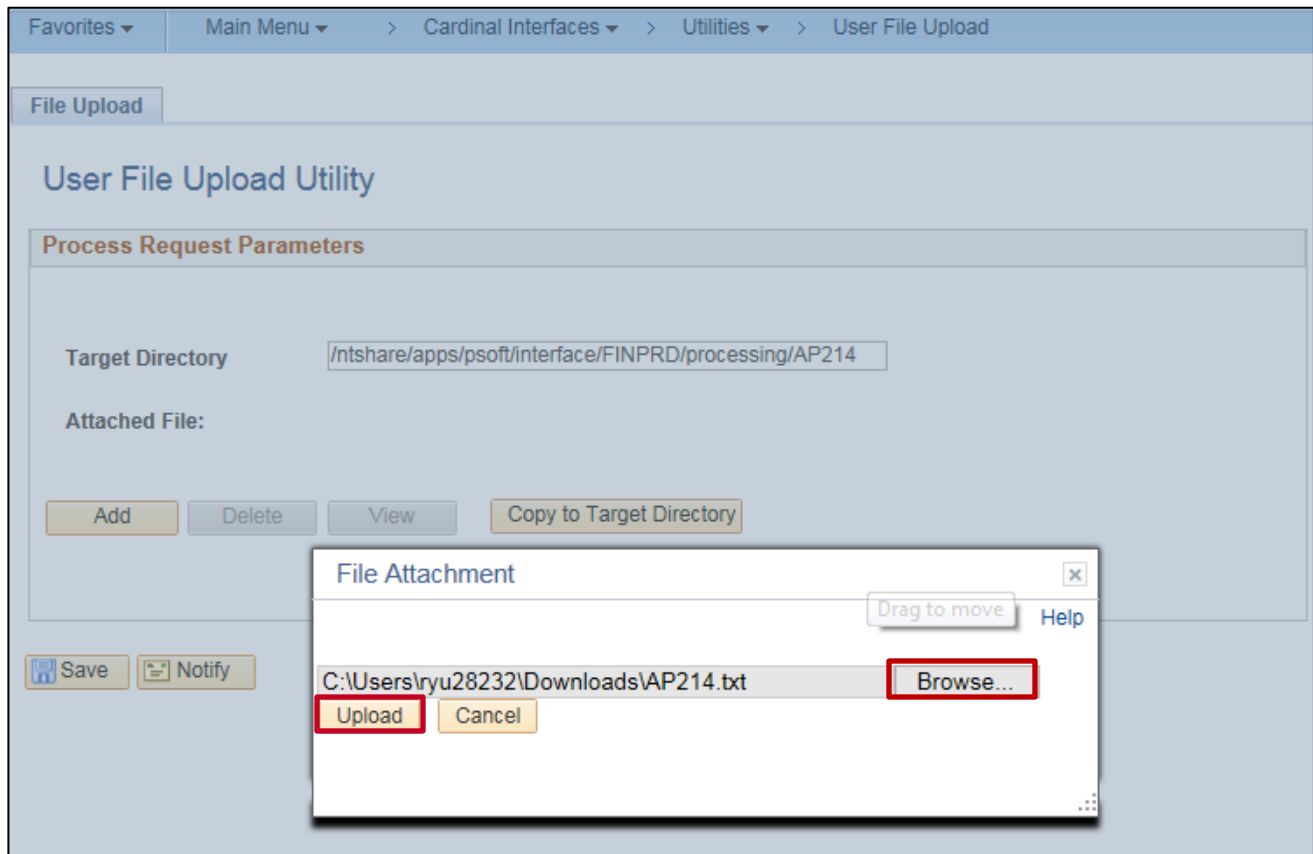
8. On the **Mail Contents** page, select the **Download file** option.
9. A message box displays and select download file at the top of the window. Once the file downloads you have the option to open or save the file. Select **Save**.
10. Save the file in a secure location on your personal directory using file name **AP214.txt**. The file is now ready to be uploaded into Cardinal.

11. Log into Cardinal and navigate to the **User File Upload Utility** page using the following path:

Main Menu > Cardinal Interfaces > Utilities > User File Upload



12. The User File Upload Utility page displays.
13. Enter the path and folder information in the Target Directory box:  
/ntshare/apps/psoft/interface/FINPRD/processing/AP214.
14. Click the **Add** button.



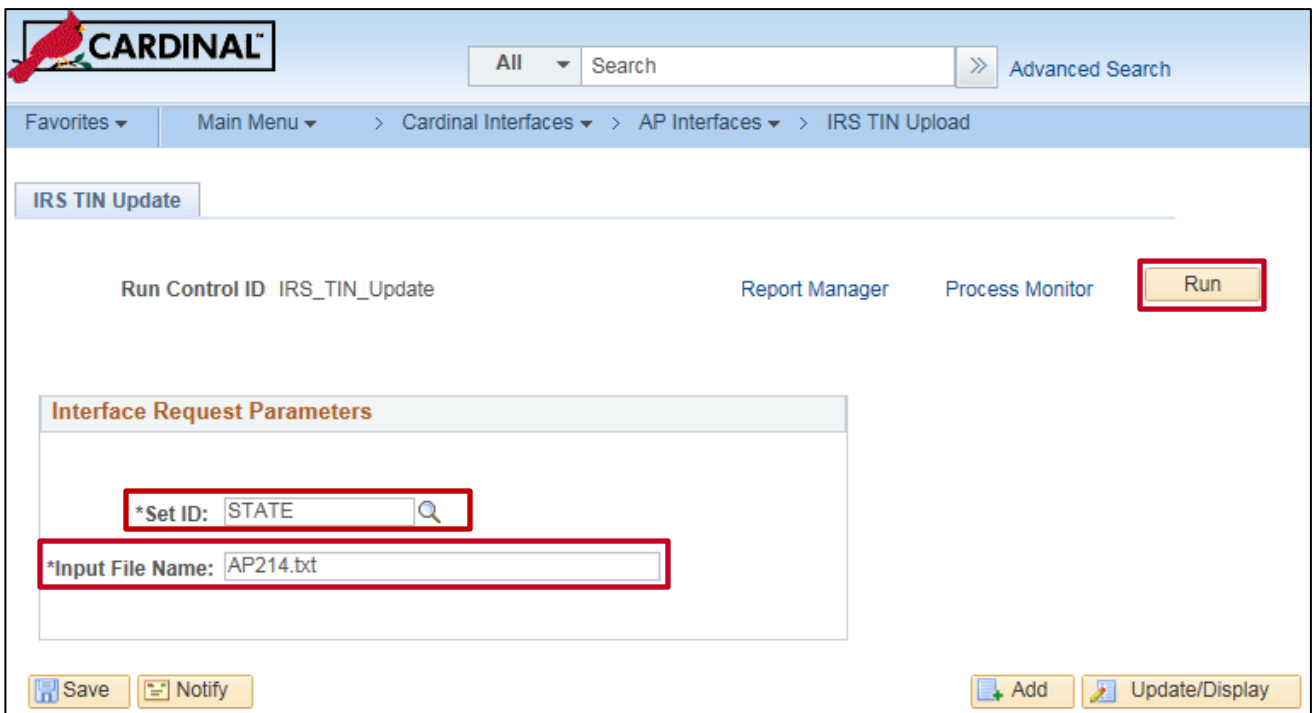
The screenshot shows the 'User File Upload Utility' web interface. The breadcrumb trail at the top is 'Favorites > Main Menu > Cardinal Interfaces > Utilities > User File Upload'. The 'File Upload' tab is active. The 'Process Request Parameters' section shows the 'Target Directory' as '/ntshare/apps/psoft/interface/FINPRD/processing/AP214'. Below this, there are buttons for 'Add', 'Delete', 'View', and 'Copy to Target Directory'. A 'File Attachment' pop-up window is open, displaying the file path 'C:\Users\ryu28232\Downloads\AP214.txt'. The 'Browse...' button in the pop-up is highlighted with a red box, and the 'Upload' button is also highlighted with a red box. The pop-up window also includes a 'Drag to move' button, a 'Help' link, and 'Save' and 'Notify' buttons at the bottom left.

15. The **File Attachment** pop-up window displays.
16. Click the **Browse** button to select the file you saved.
17. Once file has been located, click the **Upload** button. Ignore any error message.
18. Select the **Copy to Target Directory** button to save file in the folder specified in [step 23](#). Ignore any error message when navigating to the next section.

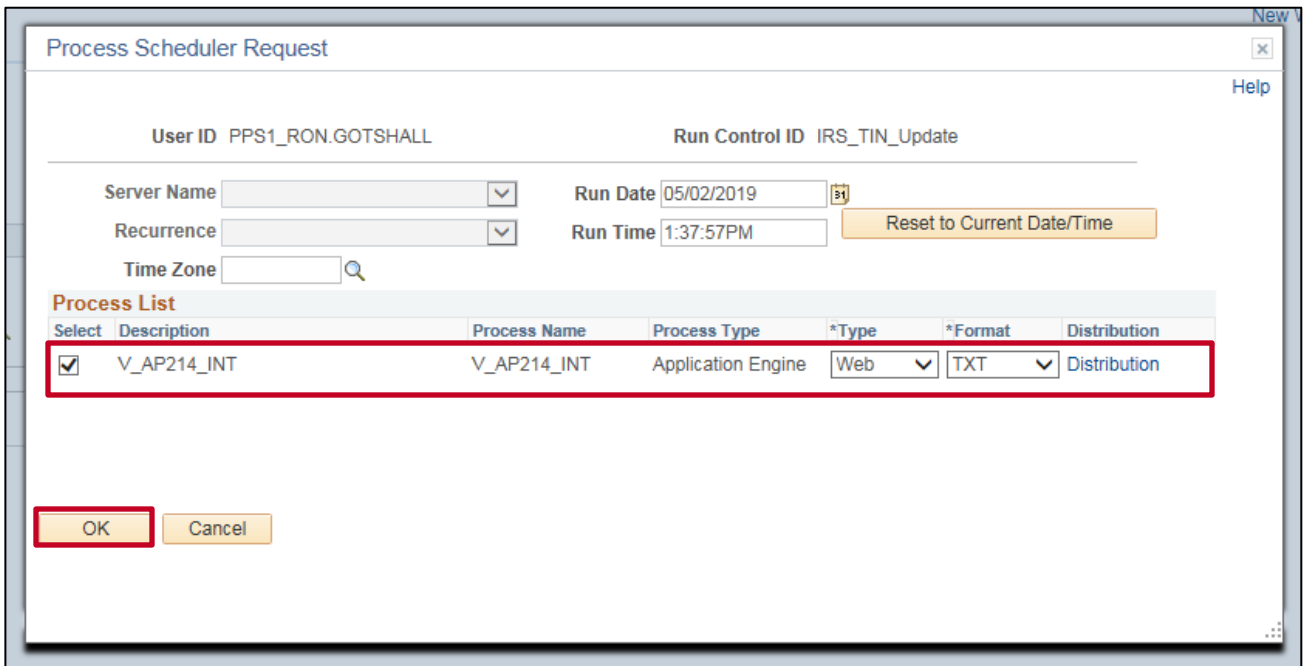


### TIN Upload Process:

1. Navigate to the **IRS TIN Update** page using the following path:  
Main Menu > Cardinal Interfaces > AP Interfaces > IRS TIN Update
2. Click the **Add a New Value** tab and enter a **Run Control ID** of your choice. Remember once you create a **Run Control ID**, you can never delete it. Always search first to make sure a **Run Control ID** is not already created. The naming convention can be the same for all the Run Controls this user creates.
3. The **IRS TIN Update** run control page displays.



4. Enter **STATE** in the **SetID** field. The **SetID** field will be auto populated for any existing **Run Control ID**.
5. Enter the file name **AP214.txt** in the **Input File Name** field.
6. Click the **Run** button.



Process Scheduler Request

User ID PPS1\_RON.GOTSHALL Run Control ID IRS\_TIN\_Update

Server Name  Run Date 05/02/2019

Recurrence  Run Time 1:37:57PM

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	V_AP214_INT	V_AP214_INT	Application Engine	Web	TXT	Distribution

OK Cancel

7. The **Process Scheduler Request** pop-up window displays.
8. Ensure that the **TIN Extract – IRS** process is selected and the **Type** is **Web** and **Format** is **TXT**.
9. Click the **OK** button.
10. The **IRS TIN Update** page displays. The page includes a **Process Instance ID**.
11. Click the **Process Monitor** hyperlink at the top right-hand of the page.
12. The **V\_AP214** process is complete when the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
13. The process report is available and the vendor records have been updated for the TIN matching status.
14. In order to review the results of the **AP214.txt** uploaded file, select the **details** hyperlink to the left of the file on the **Process Monitor** page.
15. Click the **View/Log Trace** hyperlink.
16. Select the **AP214.txt** file.